

CONFIDENTIAL

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 2 December 1957

FROM : Chief, Clerical Training

25X1

SUBJECT: Report Number 49, Week of 26 November - 2 December 1957.

25X1

25X1

1. Numbers in Clerical Induction Training. During the week of 26 November there were [ ] people in Clerical Induction Training. Of these [ ] were entering for the first time.

2. Numbers in Clerical Orientation Training. There were [ ] people in Clerical Orientation for the week of 26 November.

25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 26 November were as follows:

	Tested	Qualified
Shorthand	[ ]	
Typewriting		

25X1

4. Follow-up on Assessment and Evaluation Shorthand Test. [ ] Chief, Clerical Refresher Training, has just completed writing the shorthand characters for another of a series of shorthand tests to be administered as an alternate examination by the Assessment and Evaluation Staff for use in the field through the Agency recruiters.

25X1

5. Instructor in Pre-Supervisor Course. [ ] Instructor in Clerical Orientation, has been enrolled in the Introduction to Supervision Course which will run from 2 December through 6 December for twenty hours. [ ] will be in class from 0830 to 1230, Monday through Friday of this week.

25X1

25X1

CONFIDENTIAL